



## Mobile Device Policy and Procedures

### Introduction

At Putnoe Woods Preschool we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the preschool receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal Mobile Devices during working hours. We use Mobile Devices supplied by the preschool to provide a means of contact in certain circumstances, such as outings.

The aim of the Mobile Device and Social Media Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with recognition that Mobile Devices are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Putnoe Woods require all staff to be responsible and professional in their use of social networking sites in relation to any connection to the preschool, preschool staff, parents or children.

We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile Devices should be turned off or on silent and not accessed during your working hours
- Mobile Devices can only be used on a designated break and then this must be away from the children
- The use of Mobile Devices is NOT permitted in any of the childrens playrooms
- Mobile Devices should be stored safely in the basket in the preschool office at all times during the hours of the working day
- Personal phone calls during the day should be made via the preschool telephone number
- If there is a personal emergency staff may use the preschool telephone or request permission to make a personal phone call on their mobile in the preschool office or off site
- During outings, staff will use Mobile Devices belonging to the preschool wherever possible.
- Photographs must not be taken of the children on any phones, either personal or nursery owned
- Be vigilant of prohibited use of Mobile Devices by staff, parents or visitors and report any concerns immediately to the Preschool Manager / Deputy Manager - the Preschool

# Putnoe Woods Preschool



Wentworth Drive  
Bedford  
MK41 8QA  
01234 267832  
office@putnoewoodspreschool.co.uk

Manager / Deputy manager reserves the right to check image contents should there be a cause of concern over appropriate use

- Be aware inappropriate use may result in disciplinary action and dismissal and contact made with the LADO and our HR advisors, Citation - following guidance, the police and Ofsted may also be contacted
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal

## Parents and Visitors use of Mobile Devices

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked Parents must adhere to the following:

- Refrain from the use of Mobile Devices whilst on the preschool premises
- The use of Mobile Devices is NOT permitted in any of the childrens playrooms
- Only use Mobile Devices for the purpose of taking photographs during events in conjunction with previous signed consent forms (Putnoe Woods Preschool will ensure parents / carers have no objections to photographs being taken during events)
- Be respectful if objections are present then Putnoe Woods Preschool will take photographs using preschool equipment
- Under no circumstance share photographs on social media

Visitors must adhere to the following:

- Refrain from the use of Mobile Devices whilst on the preschool premises unless in the preschool office
- Place Mobile Devices in the basket in the preschool office
- The use of Mobile Devices is NOT permitted in any of the children's playrooms

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as, but not limited to, Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures to the Preschool Manager.

**This policy is in compliance with GDPR (General Data Protection Regulations)  
May 2018**

# Putnoe Woods Preschool



Wentworth Drive  
Bedford  
MK41 8QA  
01234 267832  
office@putnoewoodspreschool.co.uk

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
-----------------------------------	---------------------------	--

Review Date	Reviewer	Amendments
September 2015	Jo Skelton	
September 2016	Jo Skelton	
May 2018	Jo Skelton	GDPR Statement added

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
December 2018		Whole policy rewritten and reviewed	
April 2019	Jo Skelton	Removal Social media due to separate policy Renamed - Mobile Devices Policy	
November 2019	Nikki Adams	New email address	

Putnoe Woods  
Preschool



Wentworth Drive  
Bedford  
MK41 8QA  
01234 267832  
[office@putnoewoodspreschool.co.uk](mailto:office@putnoewoodspreschool.co.uk)